

Rotary Club of Springfield Southeast

# MANUAL OF PROCEDURE





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# I. ATTENDANCE

In order to maintain good standing, members must maintain at least 50% attendance and cannot miss four or more meetings in a row. Members must attend at least 30% of their home Rotary club's meetings in each six month period. Membership in the club may be terminated by a majority vote of the board if a member's percentage of attendance is less than 50% during the first and second six months of the club's fiscal year. Failure to comply with any of the above requirements may result in termination upon review by and approval by the board. For purposes of this policy, "attendance" will be defined as participating in a meeting in person or virtually.

Members may make up at any official Rotary club meeting within two weeks (day of club meeting through day prior to club meeting). It is the responsibility of the member to present a make-up card or other proof of attendance to the executive secretary. If no such tangible documentation exists, the member must contact the executive secretary and advise him/her of his made up attendance.

Make-up credit options (within two weeks of a missed meeting) include:

- Attendance at meetings of other Rotary clubs, Rotaract, or Interact clubs
- Attendance at Rotary district or Rotary International functions
- Attendance at Southeast Rotary board meetings
- Attendance at Southeast Rotary committee meetings (according to definition of committee meeting approved by the board)
- Participation in other Rotary-sponsored events
- Participation in an e-club meeting for at least 30 minutes.
- Viewing a video of a Southeast Rotary meeting through the Southeast Rotary website or YouTube channel.

The Rotary Club of Springfield Southeast will accept committee meetings as credit for missed meetings based on the following:

- A definition of a committee meeting: When four or more Rotarians gather to discuss or plan an event or Rotary program. The meeting should be a minimum of 40 minutes and the chair of the committee should be present.
- Minutes of said meeting should be turned into the executive secretary with a list of all Rotarians present as soon as possible.

- Members must attend at least 50% of any given meeting in order to be counted in attendance.

The perfect attendance year follows the Rotary year: July 1 - June 30. Leaves of absence will apply to attendance requirements but not to perfect attendance. For example, if a member has perfect attendance but requests and receives a leave of absence for one month, that member is exempt from meeting his/her attendance requirements during that month, but that member does not get credit for those meetings toward perfect attendance.

Leaves of absence are granted at the discretion of the board of directors and must be submitted in writing to the board prior to the dates covered by the request. Exceptions will be considered in the event of illness.

Members who attempt to make up at the regular meeting place/date/time of another club and find that club has, for some reason, cancelled the meeting or moved the meeting place for that date's meeting to another location, are responsible for notifying the executive secretary in order to get a full make-up credit for that date.

## II. CLASSIFICATION

Rotary's tradition of classification ensures that the membership of a club represents the broad spectrum of vocations represented in the community. The 2001 Council on Legislation changed the rules of Rotary International to provide that any one vocation classification may now have up to 5 (or 10% of club membership for clubs over 50 members). Retired persons retain their classification but are not included in determining the limits on a classification.

Southeast shall assign classification according to these guidelines:

- Classification list shall be recommended by the classification committee and approved by the board. The classification committee shall thereafter recommend and request board approval for any additions or other revisions to the classification list. All members shall be assigned to a classification included on the approved list.
- Classifications shall be multi-leveled:
  - » Major level shall describe the general vocation, profession, or industry.
  - » Secondary level shall further describe nature of the activity within the major level.
- Classification will be assigned:
  - » First, considering the primary activities of the company or organization in which the member works (-ed). If the company is involved in activities covered by more than one major level classification, the classification committee may consult the member to determine the primary or desired classification for assignment. For example, if the company is a hybrid providing insurance, investment, and group benefits services, the major level classification that best describes primary activities will be assigned.
  - » Secondly, major level classification could consider the member's profession if that more adequately describes the member's role in the community than does reference to the company or organization.
- Polling of members relative to new member applications:
  - » Done only by major level as assigned by the classification committee. Members in other major level classifications will have opportunity to provide input when candidate is published in *The Spokesman*.
  - » Polling will be done using email sent by the executive secretary.

- » Responses received within seven calendar days will be reported to the board; those not responding within seven calendar days shall be considered an abstention.
- A member who changes vocations or employers may request a change in classification. The classification committee will recommend a classification from the approved classification list.

## **III. CLUB COMMITTEES**

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### **STANDING COMMITTEES BY AVENUES OF SERVICE**

The bylaws of the Rotary Club of Springfield Southeast, Article VIII, list the avenues of service and the general duties of that avenue. A complete list of active committees, a brief description of the committee objectives, and a current list of annual goals will be maintained on DACdb or similar online database application accessible to all members. Committees can be created or deactivated by the Board of Directors. All committee chairpersons will submit a budget proposal by June 1. The committee chairpersons are responsible to stay within their budget. Committee chairs are a two-year assignment. The board should encourage the turnover of chairpersons.

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### **ROAM**

The Rotary Club of Southeast will participate in and promote Rotary's Outdoor and Activity Movement (ROAM). The president will promote a successful event by encouraging each member to participate and by appointing a committee to facilitate member involvement in the initiative and to solicit sponsors in support of the initiative.

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### **SERGEANT-AT-ARMS**

The sergeant-at-arms is charged with the recognition of members during the designated time at club meetings. As many members as possible should be recognized throughout the year with good-natured humor that can be enjoyed not only by the members, but also by student guests and other visitors. The sergeant-at-arms must be familiar with the membership and ensure that fine amounts are reasonable.

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### **LONG-RANGE PLANNING COMMITTEE**

Activation of the long-range planning committee takes place at the request of the president with the support of the club's past presidents. The purpose of the committee is to review policies and procedures and suggest long-range goals and activities for the club. The committee's report and recommendations are presented to the current board of directors for review, possible adoption and implementation. Members are appointed jointly by the club president and long-range planning committee chairperson.

## **IV. COMMUNICATION WITH MEMBERS**

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### **ELECTRONIC COMMUNICATION**

All electronic communication, which is sent to the entire club, is sent via DaCdb or the club's email address. Our policy is that we do not send broadcast emails to our membership except in the Monday morning emails and the missed attendance email on Thursday. When we send emails, we send them as a blind copy, so email addresses are hidden. Occasionally, we send out emails during the week in emergency or late minute situations.

- Each Monday, the executive secretary will send a weekly electronic memo.
- It is suggested that all electronic communication contain the word Rotary.

Any use of telemarketing or mass emails must comply with existing Rotary circularization policy, and any use of an agreement with a commercial telemarketing, Internet web hosting, or email firm must include proper identification and qualifying language regarding the Rotary entity.

The club maintains a club website at [www.springfieldsoutheastrotary.org](http://www.springfieldsoutheastrotary.org). The executive secretary and PR Committee chair, whenever possible, serve as webmaster~~s~~.

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### **MAILING LABELS**

No member of a Rotary club shall be given mailing labels for personal use. The executive secretary will provide mailing labels for committees and Rotary-related projects.

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### **MEMBERSHIP DIRECTORY**

The membership directory is created annually for the information of our club members. Rotarians should not use the directory as a commercial mailing list or make it possible for anyone else to use it for that purpose. Rotarians are not authorized to circularize Rotary clubs or other Rotarians on matters affecting personal business interests. No member of a Rotary club shall use or provide to any other group, the official directory or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. This applies to directories in electronic and printed formats.

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## **POLITICAL ENDORSEMENTS**

Rotarians may not use the name and emblem, Rotary club membership lists, or other lists of Rotarians for the purpose of furthering political campaigns. Any use of the fellowship of Rotary as a means of gaining political advantage is not within the spirit of Rotary.

- Fundraising, campaigning and recruitment of volunteers is not permitted at a club meeting.
- Club members may circulate nomination papers.

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## **THE ROTARIAN MAGAZINE**

The club dues provide each member with a copy of the monthly publication *The Rotarian*.

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## **USE OF ROTARY MARKS**

Rotarians are encouraged to use the Rotary name and emblem on personal cards and stationery; however, Rotarians may not use the emblem on business stationery or business cards of individual Rotarians, nor should they use the Rotary marks on other business promotional materials, such as brochures, catalogs, and web sites.

For a complete guide to the use of the Rotary mark and brand, reference *Tell Rotary's Story: Voice and Visual Identity Guidelines for Rotarians*, which is available for download from [rotary.org](http://rotary.org).

## V. CURRENT MEETING PLACE ARRANGEMENTS

Meeting place arrangements are coordinated through the house committee. When significant changes in the meeting place or arrangements need to be made, the house committee refers those decisions back to the board of directors for final decisions.

It is desirable that, when meeting at hotel convention facilities or local restaurants, our club booking is finalized with an annual contract with the facility. The board works with food service in coordinating any changes in food or food pricing.

If a road trip is planned, it is the responsibility of the committee planning the off-site meeting to plan for meals and to work with the house committee and Executive Secretary to make certain that the change in location has been communicated in advance to the current weekly meeting site and with the president, executive secretary, and *The Spokesman* to see that the change is well publicized.

Should a permanent move of locations become necessary due to changing circumstances, a special search committee should be appointed to assist the house committee in selecting or planning a change in locations.

## **VI. DISTRICT GOVERNOR VISIT PREPARATION**

Each year the district governor and assistant district governor for District 6080 will schedule a visit to each club in the district. The president is notified at the beginning of the year when these visits will be and what the agenda will be for these visits.

Southeast Rotary has traditionally put together a bound presentation of the club's history, plans, goals, budget, and details of how the club is organized and what each committee expects to accomplish during the coming year. The new president, with the assistance of the outgoing President, coordinates putting this presentation book together with the help of their boards. Committee chairs submit a summary of accomplishments during the past year and a copy of current year goals and these committee summaries are included in the presentation.

## **VII. DISTRICT/RI FUNCTION FUNDING**

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### **DISTRICT SEMINARS**

Small fee covers cost of luncheon. Club encourages attendance and pays that fee to any who wish to attend. No other expenses paid.

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### **PETS/SETS**

Club requires president-elect and secretary-elect to attend and pays registration and lodging for those members. The president-elect nominee is also encouraged to attend, but it is optional for the nominee since it is mandatory for the president-elect. Previous attendance at PETS/SETS does not meet the requirement to attend for the president-elect. The club will pay for the president-elect nominee's registration and lodging. Club pays for registration and lodging for members who are faculty. Past district governors who attend and are not faculty do so at their own expense.

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### **DISTRICT CONFERENCE**

Club pays for registration for any who wish to attend. Club pays for lodging for club president and president-elect. Others pay their own lodging. All attendees pay for their own meals.

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### **INTERNATIONAL CONFERENCE**

Sufficient funding is budgeted to cover airfare, lodging for five nights at a mid-level hotel, and convention registration for the president-elect to attend the RI Convention (this budget allocation should not be considered transferable beyond the incoming president).

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### **LARGE CLUB CONFERENCE**

Sufficient funds should be budgeted to cover registration, travel, and lodging for president-elect, president-elect nominee and executive secretary.

## VIII. EXECUTIVE SECRETARY JOB DESCRIPTION

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### IN GENERAL

The executive secretary is the primary administrative liaison between the Rotary Club of Springfield Southeast, District 6080, Rotary International, and the officers and members of the club. This role has been filled in the past by an individual hired by the club. The role is currently outsourced to Club Management Services and is carried out by multiple individuals serving as a team.

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### TIME REQUIREMENTS

In general, it is anticipated that approximately 28 hours per week will be required, although this will vary from week to week. Hours and daily activity will vary during the Rotary year, July 1 through June 30. It is expected that the executive secretary will attend the monthly board of directors' meeting for recording minutes and other liaison functions. Attendance at the weekly meeting is required. Attendance at social functions is usually optional.

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### COMPENSATION

The executive secretary is a contract employee or independent contractor. Compensation shall be set and reviewed annually, usually in June, by the board.

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### PRINCIPAL ACCOUNTABILITIES

- To use DACdb (District and Club database) for attendance and club communications.
- To oversee the club office operations such as in-house printing, mail, telephone, preparing broadcast email announcements, purchasing supplies, responding to emails, completing various attendance reports, and reports to Rotary International.
- To perform the function of administrator to the president including assistance creating documents, filing, routine correspondence, and maintenance of the calendar.
- To provide club secretary with agenda information for weekly meeting.
- To maintain the club's financial records under the supervision of the treasurer and the president. To handle the accounts receivable billings. To deposit weekly funds

collected at meetings. To prepare an agenda and take minutes at the board of directors' meetings and report highlights of the meetings to the general membership each month.

- To act as the chief contact person when a new member is proposed and introduced.
- To be responsible for the production of materials for club use.
- To maintain club files and club permanent records, including DaCdb files.
- To perform secretarial work for club committees, when needed, as directed by the president.
- To help the fellowship committee with event planning.
- To see that weekly meeting materials are delivered to the meeting location.
- To interface with the other Rotary clubs in Springfield.
- To send out notices to members.
- To write, edit, and format the club bulletin and weekly Monday morning email each week. Communicate with club members via social network sites.

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### **KNOWLEDGE & EXPERIENCE**

Formal training in office management or equivalent experience. Ability to function as an administrator. Computer literate with word processing experience on a computer. Knowledge and experience in bookkeeping to maintain club financial records. Personal demeanor to interact with members and non-members, in a professional manner. Good organization skills and a self starter.

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### **DECISION-MAKING AUTHORITY**

Incumbent takes direction from the president and from the treasurer on financial matters. The incumbent can make decisions in his/her areas of responsibility and will give direction and guidance to volunteer committee members.

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### **REPORTS AND FOLLOW-UPS**

- Semiannual report to Rotary International
- Monthly attendance report to District via DACdb
- Reporting attendance of visiting Rotarians to local Rotary clubs

- Reporting changes in membership, including Rotarians who move to other locations
- Change of officer or meeting information
- Annual district governor's report
- Information for the official directory

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## **COOPERATION WITH CLUB PRESIDENT & OFFICERS**

- Agreement on division of functions
- Preparatory data for board of directors' meetings
- Club assembly (also known as the shrimp feed)
- District governor's official visit
- Midyear administrative review
- Special meetings
- Social functions
- Nomination of candidates for club offices
- Club bulletin *The Spokesman*
- History

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## **WEEK-TO-WEEK DUTIES**

- Attendance
- Special items for the weekly meetings
- Accounts payable check preparation
- Club dues
- Special notices
- The club bulletin
- Proposals for membership
- Items for new members
- Informing RI and the district
- Correspondence

- Interface with other Rotary clubs in Springfield
- Social media communications
- Weekly bank deposit

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**DISTRICT MEETINGS**

- District assembly and conference

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**LIAISON WITH THE TREASURER**

- Budget preparation
- Accounts payable
- Club dues, statements, follow-up
- Weekly procedure for check signing and mail

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**END OF THE YEAR**

- Year-end reports: district, RI, and club officers
- Recognition luncheon

## **IX. FELLOWSHIP ACTIVITY FUNDING**

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### **SHRIMP FEED**

The club pays all expenses for this event.

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### **FLOAT TRIP**

The club contributes the cost of an active member weekly meal for each member on the float trip to help cover food costs. Participants pay for canoes and other expenses.

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### **BANQUETS, DINNERS, & PICNICS**

Reservations are taken and no-shows, after guarantee is due to caterer, are billed. The banquets and dinners are considered pass-through events. In other words, the attendees pay for the event, with one exception. In the event that a fellowship activity takes the place of a regular meeting, the fellowship committee can spend up to the amount that would have been spent at the regular luncheon to help defray the cost of the event. Each year at the time of budget preparation, the board can decide to subsidize the event by adding a line item for that event.

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### **BASKETBALL TOURNAMENT**

The entry fee is paid by club and this fee, as well as other expenses, is budgeted with board approval. Generally, fines from designated meetings also go with the proceeds from the tournament to the benefiting organization.

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### **GOLF OUTING**

The annual GOLF'toberfest golf outing is a fundraising event to benefit the club. The board determines allocation of funds raised. A planning committee is appointed by the president each year. The event is held in October.

## **X. FINANCIAL COMMITMENTS**

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### **SCHEDULE OF FEES**

The Rotary Club of Springfield Southeast Board of Directors approves the fee schedule for the current Rotary year at its first board meeting. See Appendix G for a complete schedule of fees.

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### **INITIATION FEE (ONE-TIME FEE FOR NEW MEMBERS)**

This fee goes directly to the club.

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### **DUES (ALL MEMBERS)**

- Billed annually on July 1. Members may select to pay annually, semi-annually, or quarterly. While members paying quarterly must provide the executive secretary with a valid credit card for automatic billing, annual and semi-annual members may opt to do so as well.
  - Rotary International bills the club an amount determined by Rotary International. The club retains the balance of the dues fees.
  - The district bills the club an amount determined by the district per member on July 1. The club retains the balance of the fees for dues.
  - RI rules state, “Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the treasurer at the member’s last known address. If the dues are not paid on or before ten (10) days from the date of notification said membership may terminate, subject to the discretion of the board.”
  - Late fees may be levied at the discretion of the board.
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### **MEALS**

- The annual meal charge is billed in advance on July invoices sent to members. Members have the same payment options as for dues.
- The cost of guests and visiting Rotarians at weekly luncheons is set by the board to cover the full cost charged by the food provider.

- Members who are exempt from attendance pay for luncheon meals only when they attend and will be charged the same price as guests and visiting Rotarians. See the section Meal Payment Policy.

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## **SERVICE FUND**

- Billed annually in July. Members have the same payment options as for dues.
- This fee goes toward grants for community projects and international projects.
- Service fund may also support, including, but not limited to:
  - » Basketball tournament (do not sell season passes)
  - » Community grants committee
  - » Don't Meth With Us
  - » Hands-on projects
  - » K-Park
  - » Rotary Foundation matching dollars
  - » Rotary Youth Leadership Award (RYLA)
  - » World community service projects

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## **CLUB CASH RESERVES**

The club should carry reserves equal to six months of administrative expenses, president-elect expenses, and any money that has been allocated for future use. Any time reserves exceed the total of these three items by more than \$10,000, the board should conduct an annual review, at year's end, or at appropriate times throughout the year.

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## **EXPLANATION OF END-OF-YEAR BALANCE & RESERVES TO CLUB**

The treasurer will present an end-of-the-year balance sheet, with attached reserve explanation to the club, no later than July 31, to the club each year.

## **XI. HARASSMENT**

The Rotary Club of Springfield Southeast will, insofar as is possible:

- Ensure that individuals involved in the Rotary Club of Springfield Southeast's programs are not subject to harassment, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability.
  - » Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.
  - » Sexual harassment is defined as making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions for sexual favors; unwanted touching; verbal abuse or making threatening reprisals after a negative response to sexual advance; and sexual assault.
- Provide a prompt review process for persons accused of inappropriate conduct. The president will select two members to assist the president and the president-elect with the investigation. The team will report to the board if termination is justified.
- Comply with the District 6080 Sexual Abuse and Harassment Reporting Guidelines when dealing with a report of harassment of a Rotary Youth Exchange student.

## **XII. HONORARY MEMBERS & PAUL HARRIS FELLOWS**

The designation of honorary Rotarian is not given lightly. In the history of our club, only six individuals have been so honored: John Ashcroft, Don Handley, Mac McCartney, Cathy Reser, Theresa Robertson, and John Simpson. At the discretion of the board of directors, individuals of merit may receive this designation for that year.

At the discretion of the board of directors, an honorary Paul Harris Fellowship may be awarded to recognize outstanding individuals. In the club's history, only three people have received such an honor: John Simpson, Sister Lorraine Biebel, and Charles Nixon.

### **XIII. INVOLVEMENT/FUNDING WHEN MEMBER IS DISTRICT GOVERNOR**

When the district governor for District 6080 is elected to serve the district, the home club has certain responsibilities to support him or her during the year of service.

Springfield Southeast has a long tradition of providing leadership in District 6080 and has had four members elected to service the district as district governor beginning with Don Handley in 1978–79. Mac McCartney served in 1984–85, Jerry Stiefvater served in 1990–91, Jim McLeod served in 1997–98, and Steve Montgomery served in 2009–10.

The most important way a club can support the district is by members being willing to serve on district committees and by attendance at district functions, especially the district conference. When the district governor is from Springfield Southeast, our members should be an example to other clubs through our involvement and support of district functions and projects.

Traditionally, the “home club” has sponsored a reception at the district conference for the district governor. This has been the traditional financial support that has been given to the district governor, with other activities during the year being financed through the district budget, rather than from the home club. The reception costs have varied each year and would be determined by the club and district governor working together to plan the event.

## **XIV. LEADERSHIP EDUCATION TRAINING SEMINAR (LETS)**

The Leadership Education Training Seminar (LETS) is a meeting of the incoming and outgoing officers, directors, and committee chairpersons. The purposes of this meeting is to discuss the program and objectives for the next Rotary year, to improve continuity between Rotary years, to ensure the exchange of information between the old and new committee chairs, and to explain available materials. The meeting usually takes place in late spring on a weekday for lunch.

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### **SAMPLE LETS AGENDA**

- Organization
- Board of directors, lane directors, and committee chairs
  - » Changes in committees
  - » Succession and transition process
  - » Number of committee members in each committee
- District 6080 and Rotary International contacts
- Schedule of annual activities
  - » Special Rotary observances
  - » Emphasis on major RI programs
- Goals
  - » Presidential citation
  - » District governor's goals
  - » President's goals
  - » Committees' goals for annual report
- Budget
- Breakout by lanes of service
  - » Questions concerning committee descriptions
  - » Note goals that fall under your area
  - » Discuss financial considerations

## **XV. LONG-TERM YOUTH EXCHANGE STUDENT**

The club arranges, through the district, to host an exchange student through the academic year. The commitment is made in the winter prior to the start of the fall semester. The club tries to pick students from various countries and continents each year. Usually, three host families volunteer to host the student for three months each. The student is enrolled in one school for the entire year. The club pays a meal allowance to the hosting family and a stipend to the student. (In 2017, the meal allowance was \$50 and the stipend was \$100.) The club also pays when the student attends regional Rotary meetings, such as the district conference and the orientation session. Occasionally, the board will be asked to financially support other short trips or expenses incurred by the student. The student is expected to speak to the club at a club meeting, usually in the spring. At the end of the visit, the committee chair organizes a small farewell party for the student and host families. The club pays for the food.

## **XVI. MEAL PAYMENT POLICY**

Refer to the current schedule of fees for the current annual food cost for active members, and the weekly cost for visiting Rotarians, guests, and Active-85 members. This amount is set annually by the board and is revised if necessary, based on the pricing arrangements with the current meal provider.

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### **EXCEPTIONS**

Members whose aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, and who have been members of Rotary for at least 10 years are eligible to be excused from attendance requirements and pay for their meals at the door only when they attend luncheon meetings. Each member who qualifies must submit a request in writing to the executive secretary, and status change must be approved by the board. Cost of the meal for those who qualify is set by the board at a level that covers club costs. A roster of qualifying members is located at the sign-in table for attendance and meal charge. Meal charges are collected at the sign-in table by the house committee and delivered to the executive secretary for bank deposit.

## **XVII. MEMORIALS & HONORARIUMS**

Individuals under consideration for memorials and honorariums include

- Member
  - » Spouse
  - » Children
  - » Parents
- Current officer
- Past presidents
- Past district governors
- Charter members
- Honorary Rotarians

Occasions for memorials and honorariums include

- Birth/adoption of child
- Deaths
- Funerals
- Illnesses
- Wedding of member

Options for recognizing these include

- Announcement of occasion to club via podium/Spokesman
- Card from club
- Flowers/plants
- Contributions to charity of choice
- Contributions to Rotary Foundation

<b>ROTARIAN</b>	<b>OCCASION</b>	<b>APPROPRIATE RECOGNITION</b>
Member	Death	Card from club to family
	Funeral	Flowers or plant
	Illness	Card from club
	Death of spouse or child	Card from club
	Funeral of spouse or child	Flowers with note
	Illness of spouse or child	Card or condolence from podium
	Illness of parent or sibling	Card or condolence from podium
	Death of parent or sibling	Card or condolence from podium
Current officer, past president, past district governor, or charter member	Death	Card from club to family
	Funeral	Flowers with note
	Illness	Card
	Death of spouse or child	Card to family
	Funeral of spouse or child	Flowers with note
	Illness of spouse or child	Card to family
	Death of parent	Card to family
	Funeral of parent	Flowers with note
Former members, if past president, charter member, recent member (who left for health reasons), past district governor, or honorary members	Funeral	Flowers or memorials, according to family wishes

## **XVIII. NEW MEMBER 100 POINTS PROGRAM**

To help new members join in the activities of the Rotary Club of Springfield Southeast, a list of action items has been developed that will help new members learn about our club, explore the opportunities of Rotary, and find a niche in our organization. To help identify the new member, the member's badge is red. Once the new member has earned 100 points, the member will be recognized for their achievement at a Rotary club meeting and presented with their active member blue badge. New members are required to report their points to the executive secretary on a timely basis. It is expected that all new members will complete the 100 point program within one year.

## **XIX. NEW MEMBER PROPOSAL PROCESS**

The Rotary Club of Springfield Southeast encourages members to introduce new, qualified prospective members to the opportunities for service and fellowship afforded by membership in the club. Proposed members should meet suggested standards set by the board. Membership is by invitation only and the applicant must be proposed by an active club member in good standing.

Rotary International does not allow Rotarians to transfer to other clubs. Former Rotarians may be proposed by an active club member or by their former Rotary club, provided that the Rotarian has terminated such membership in the former club. The former Rotarian's proposal will be handled in the same manner as any other proposal.

The procedure for proposing a new member is as follows:

1. Proposer completes the membership proposal form and checklist, obtains a co-signer for the proposal, and returns them to the executive secretary. (Appendix B: New Member Proposal Brochure, Application, & Checklist)
2. The proposal is sent to classification committee and the membership screening committee. A classification, if available, is assigned.
3. Executive secretary polls all members of the classification assigned to the applicant. (Appendix C: Polling Memo) If there are objections, the results of that polling are forwarded to the club president, and the club president (or his/her designee) will contact the proposer. The proposer has an opportunity to address the objection before the polling results are forwarded to the board of directors.
4. Executive secretary forwards the proposal to the board for approval during a closed session.
5. If approved, Applicant is published in *The Spokesman*.
6. One week from publish date (if no objections are received) the applicant is notified in writing of approval and asked to complete the following:
  - » Sign statement (Appendix D: Membership Statement)
  - » Meet with a past president for a brief orientation
  - » Submit check for dues and initiation fee
  - » Submit photo for next directory

7. Executive secretary schedules an introduction date with the applicant and proposer. A script should be used in welcoming/inducting new members at regular club meetings, to reinforce the message that Rotary membership is by invitation only and that membership includes certain requirements, obligations and opportunities to serve.

During this process, it is suggested that the proposer bring the applicant to at least three regular club meetings. Club etiquette dictates the applicant be introduced as a guest, not a prospective member. Proposer is cautioned to remember the applicant is not approved for membership until all steps have been completed. It is best not to discuss the application status or refer to applicant as a “member” or a “prospective member” in order to avoid embarrassment for all parties.

## **XX. PAST PRESIDENT ADVISOR PROGRAM**

Established in 1996/1997, the advisor program has as its primary aim providing an overview of Rotary and the Rotary Club of Springfield Southeast, in a manner which will educate and motivate a new member into aspiring to become an active Rotarian. Each new member is assigned to a past club president who is provided with a check list of key responsibilities each Rotarian is expected to adhere to. The program includes an overview of attendance, make-ups, finances, the Rotary Foundation, the Benefactor program, and the new member 100 points program. The review should be done in person, one-on-one, with sufficient time for question and answers. It is recommended that the past club president conduct this meeting, if possible, in a friendly atmosphere away from the usual business activity.

In 2005, the mentor program's name was changed to "past president advisor," to more adequately reflect the advisory nature of the program. The past president advisor program's purpose gives the new member an additional, experienced contact within the club but is not intended to be a year-long mentorship. It is the role of the proposer to stay in regular contact with the new member to make certain all questions are answered and needs met.

In addition to the topics of attendance, make-ups, finances, the Rotary Foundation programs, and the New Member 100 Points Program, the past president will be placing special emphasis on educating new members on important things to know about proposing a new member. Three separate areas are discussed including:

- The importance of vocational diversity
- The Rotary International criteria for new members
- How to properly propose a new member

## **XXI. PAST PRESIDENTS' ANNUAL DINNER**

Once each year the past presidents meet informally to advise and support the current president. This gathering has traditionally taken place each September. The current president and president-elect are invited.

This is a time when the current president can ask advice from the past presidents and past presidents can informally express their opinions about the direction of club activities. Items discussed at this meeting are advisory only, and all decisions regarding club activities are referred back to the board.

The current president is responsible for meeting arrangements, so this traditional meeting continues to take place.

## **XXII. POLICY ON FORMER ROTARACTORS APPLYING FOR MEMBERSHIP**

The Rotary Club of Springfield Southeast encourages its members to be open to and supportive of the Rotary International system. Included in this system are Rotaract clubs across the world, which have been developed and supported significantly by Rotary clubs. Rotary International encourages Rotary clubs to consider for membership qualified active and former Rotaractors. As the sponsoring club for the Rotaract Club of Springfield, Southeast is in the position of not only supporting the Rotaract club but is also a primary target for former Rotaractors to pursue membership. However, there is no guarantee made to Rotaractors regarding their possible membership in a Rotary club due to Rotary's "by invitation only" process. The Rotary Club of Springfield Southeast would like to be proactive in the selection process of those Rotaractors that would add value to the club.

The criteria set forth below are the basic qualifications for Springfield Southeast members. Any prospective members that have been in a Rotaract club would have to meet these preliminary conditions of membership.

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### **PRELIMINARY CONDITIONS**

Based on criterion set by the board of directors of the Rotary Club of Springfield Southeast, active members in the Club must be:

- Engaged as proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
- Holding an important position in any worthy and recognized business or profession or any branch or agency thereof and having executive capacity with discretionary authority.

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### **ROTARACT AGE REQUIREMENTS**

According to the *RI Manual of Procedure*, Rotaract membership is open to people ages 18 through 30. When a member turns 30, they may continue their Rotaract membership until the end of the Rotaract year in which they celebrate their 30th birthday. Members of Rotaract are eligible for membership consideration by a Rotary club.

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## **RECRUITMENT PROCESS**

The Springfield Southeast Rotaract committee chair shall evaluate annually eligible Rotaract members who will be terminating membership due to the above age requirements. The chair shall also make recommendations as the proposer to the membership development committee chair for each qualified applicant he/she wishes to sponsor. Any qualified applicant who is not approved for membership in Springfield Southeast due to classification limitations should be referred to other area clubs.

## XXIII. RECOGNITION LUNCHEON—GIFTS PAID BY CLUB

POSITION	ITEM	APPROXIMATE COST	EXAMPLES/NOTES
Officers, board of directors, sergeant-at-arms		\$30.00	Nylon Rotary tote bag
Outgoing president	Pin	\$180	Standard pin. Reminder letter comes from Russell Hampton.
	Plaque		Information is kept on file at Bull's Trophy House.
	New name badge		
Executive secretary		\$30.00	
Spouse of outgoing president	Floral arrangement		Generally sits on the head table as centerpiece

## **XXIV. ROTARY FOUNDATION GIVING/MATCHING**

The Rotary Club of Springfield Southeast recognizes the important work done by the Rotary Foundation and encourages individual members to give regularly to the Annual Fund of the Rotary Foundation.

The board of directors has developed the following guidelines:

- The board of directors shall include, in the annual operating budget, an amount to be used as matching funds for individual's contributions to the annual fund of the Rotary Foundation.
- Matching funds will be disbursed to the Foundation by the club treasurer and appropriate records will be provided to the Foundation to assure that proper credit is given to individual contributors.
- The guidelines for crediting individuals are:
  - » Match can be used for PHF and multi-PHF status levels.
  - » Club matches gift up to \$250.00 annually.
  - » Minimum gift to qualify for match is \$100.00.
  - » The member pledges to make an annual gift of at least \$100.00 per year (excluding future matches) to fulfill the next PHF recognition level.
  - » First-come first-served while budgeted funds are available.
  - » The dues billing will include a reminder of the opportunity to make the voluntary contribution to the Rotary Foundation.
  - » Eligibility for match is determined by the date gift is received by the club.
  - » Eligibility for club match is not affected by any district credit program that may be available.

## XXV. SHRIMP FEED & CLUB ASSEMBLY

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### HISTORY

Since 1970, the club has held an annual Shrimp Feed. The event also serves as the club's annual assembly (required by Rotary International) with member break-out groups giving their feedback to the board on club performance.

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### SUGGESTIONS

Date of shrimp feed should be published in *The Spokesman* beginning in January so that members can plan around it (the date is always the second Thursday in July).

The club president is responsible for meeting arrangements.

# APPENDIX A: BYLAWS

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## ARTICLE I – ELECTIONS & APPOINTMENTS

Section 1 - At a regular club meeting two months prior to the meeting for election of officers (third Thursday in September) a seven-member nominating committee shall be created which shall consist of the two immediate past presidents, the president, president-elect, and three members to be elected from the membership. A ballot shall be prepared having the aforementioned names plus three blank lines for the write in of three nominees from the general membership. Each member in attendance at the meeting shall be asked to fill out a ballot of his or her three choices. The three members having the highest number of votes shall be declared elected to the nominating committee. At the first meeting called by the president, the committee will select a chairman who will preside at all subsequent meetings.

One month prior to the election of the officers (third Thursday in October) the nominating committee, through its chairman, will submit to the membership at a regular meeting, a slate of nominees of officers and directors for the new Rotary year. These names will be published in the Rotary bulletin for two consecutive weeks.

On the date of the election (last regular meeting in November) the chairman of the nominating committee will present to each member in attendance, a ballot with the names of the nominees so listed (plus blank lines for write in of other names). Nominations will then be permitted from the floor and those candidates for president, president-elect, secretary, and treasurer receiving the majority of the votes shall be declared elected to their respective offices. The five candidates for director receiving the highest number of votes shall be declared elected as directors.

Section 2 - The president-elect shall appoint a member of the club to serve as sergeant-at-arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for his or her office and such other duties as may be prescribed by the president or the board.

Section 3 - The president-elect shall serve as a member of the board for the Rotary year commencing on the first day of July next following his or her election as president-elect, and shall be expected to assume the office of president on the first day of July immediately following his or her year of service on the board as president-elect. All other elected officers shall assume the duties of their elected office on the first day of July next following their election.

Section 4 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 5 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

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## **ARTICLE II - BOARD OF DIRECTORS**

Section 1 - The governing body of this club shall be the board of directors, consisting of ten (10) members, namely, five (5) directors elected in accordance with Article I, Section 1, of these bylaws, the president, president-elect, secretary, treasurer, and the immediate past president.

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## **ARTICLE III - DUTIES OF OFFICERS AND DIRECTORS**

Section 1 - President. It shall be the duty of the president to preside at meetings of the club and board, to serve as a director, and to perform such other duties as ordinarily pertain to his or her office.

Section 2 - President-Elect. It shall be the duty of the president-elect to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to his or her office.

Section 3 - Secretary. It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform such other duties as usually pertain to his or her office. The board may hire an executive secretary to assist with administrative duties as assigned in the club manual of procedure.

Section 4 - Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for the same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to his or her office. Upon his or her retirement from office, he or she shall turn over to his or her successor or to the president all funds, books of accounts, or any other club property in his or her possession.

Section 5 - Directors. It shall be the duty of each director to chair an avenue of service as prescribed by the president and perform such other duties as ordinarily pertain to his or her office, including oversight of the committees in their avenue of service.

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#### **ARTICLE IV - MEETINGS**

Section 1 - Annual Meeting. An annual meeting of this club shall be held on the last regular meeting in November in each year at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 - The regular weekly meetings of this club shall be held on Thursday at noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3 - One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 - Regular meetings of the board shall be held on the second Tuesday of each month, or on any other date as required by the board. Special meetings of the board shall be called by the president whenever deemed necessary or upon the request of two members of the board, due notice having been given.

Section 5 - A majority of the board members shall constitute a quorum of the board.

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#### **ARTICLE V - FEES AND DUES**

The admission fee, meals fees, and membership dues shall be as established by the Board of Directors from time to time, consistent with Rotary International guidelines and requirements. Changes in admission fee, meals fees, or membership dues shall be communicated to the general membership in a timely manner.

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## **ARTICLE VI - METHOD OF VOTING**

The business of this club shall be transacted by voice vote except the election of officers and directors which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

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## **ARTICLE VII - FIVE AVENUES OF SERVICE**

Section 1 - (a) The president shall, subject to the approval of the board, appoint the following standing Avenues of Service:

- Club Service
- Community Service
- International Service
- New Generations Service
- Vocational Service

(b) The president shall, subject to the approval of the board, also appoint such committees in the avenues of Club Service, Community Service, International Service, Vocational Service, and New Generations Service, as he or she may deem necessary for the internal administration of club affairs.

(c) The Club Service Avenue, Community Service Avenue, International Service Avenue, Vocational Service Avenue, and New Generations Service Avenue shall each consist of a chairman, who shall be named by the president from the membership of the board, and of not less than two other members.

(d) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two year term.

(e) The president shall be ex officio, a member of all committees and, as such, shall have all the privileges of membership thereon.

(f) Each committee shall transact such business as is delegated to it in the bylaws, the manual of procedures, and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board. Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the

course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

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## **ARTICLE VIII - DUTIES OF AVENUES OF SERVICE**

Section 1 - Club Service Avenue. This avenue shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service avenue shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

Section 2 - Community Service Avenue. This avenue shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this avenue shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

Section 3 - International Service Avenue. This avenue shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this avenue shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 4 – Vocational Service Avenue. This avenue shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this avenue shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

Section 5 – New Generations Service Avenue. This avenue shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to new generations service. The chairman of this avenue shall be responsible for the new generations service activities of the club and

shall supervise and coordinate the work of any committees that may be appointed on particular phases of new generations service.

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## **ARTICLE IX - LEAVE OF ABSENCE**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

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## **ARTICLE X - FINANCES**

Section 1 - The executive secretary, on behalf of the treasurer, shall deposit all funds of the club in some bank to be named by the board.

Section 2 - All bills for club expenses shall be paid by checks signed by the president or treasurer, or by the club credit card when necessary and approved by the president or treasurer. Expenditures designated in the annual budget do not need board approval. All projects recommended by the projects or grants committees or special projects require individual approval by the board. Special expenditures not specified in the annual budget must be approved on an individual basis by the board. A thorough review by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3 - Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 4 - The fiscal year of this club shall extend from July 1st to June 30th, and the collection of members' dues shall be made following the first board meeting of the new Rotary year. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates. Magazine subscriptions for members joining during a semi-annual period are payable upon invoice from the secretariat.

Section 5 - At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

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## **ARTICLE XI - METHOD OF ELECTING MEMBERS**

### Section 1 - Active members.

(1) The name of a prospective member, proposed by a member of the club or by the membership development committee, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(2) The board shall request the classifications committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the membership screening committee to investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.

(3) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the club secretary, of its decision.

(4) If the decision of the board is favorable, the proposer, together with one or more members of the advising committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to and to give his or her permission for his or her name and proposed classification to be published to the club.

(5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within 7 days following publication of the name of the prospective member, the prospective member, upon payment of his or her admission fee, meals fees (if any) and annual dues, as prescribed in Article V of these bylaws, shall be considered to be elected to membership. Annual dues and meals fees (if any) shall be prorated on the basis of months remaining in the Rotary year.

(6) If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed 2 negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member, upon payment of the prescribed admission fee, meals fees (if any) and annual dues, shall be considered to be elected to membership.

(7) Following the election, the president shall arrange for the new member's induction and new member Rotary literature. In addition, the secretary will report the new member information to RI and the club will help the new member's assimilation to the club by assisting the new member to join in a club project or function.

(8) The member shall be formally introduced as a new member at a regular meeting of the club.

#### Section 2 - Honorary Members.

(a) Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership. The term of such membership shall be as determined by the board.

(b) Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club in which they hold such membership. No honorary member of a club is entitled to any rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

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### **ARTICLE XII - RESOLUTIONS**

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

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### **ARTICLE XIII - ORDER OF BUSINESS**

- Meeting called to order.
- Introduction of visiting Rotarians.
- Correspondence and announcements.
- Committee reports, if any.
- Any unfinished business.
- Any new business.
- Address or other program feature.
- Adjournment.

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**ARTICLE XIV - AMENDMENTS**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been communicated by mail or electronically to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of Rotary International.

**APPENDIX B: NEW MEMBER PROPOSAL BROCHURE,  
CHECKLIST, & APPLICATION**



**ROTARY CLUB OF SPRINGFIELD SOUTHEAST**

# **NEW MEMBER PROPOSAL FORM**

The Rotary Club of Springfield Southeast encourages members to introduce new, qualified prospective members to the opportunities for service and fellowship afforded by membership in the club. Membership is by invitation only, and the applicant must be proposed by an active club member in good standing.

# PROPOSAL GUIDELINES

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## ROTARY INTERNATIONAL – GENERAL QUALIFICATIONS

Rotarians are adults of good character and good business, professional, and/or community reputation:

- Engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
- Holding any important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority; or
- Having retired from any position listed above; or
- Being a community leader who has demonstrated through personal involvement in community affairs a commitment to service and the Object of Rotary; or
- Having the status of Rotary Foundation alumnus as defined by the board and having his or her place of business or residence located in the locality of the club or the surrounding area.

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## SPRINGFIELD SOUTHEAST – MEMBERSHIP CONSIDERATIONS

1. In addition to the general qualifications outlined by Rotary International, the Rotary Club of Springfield Southeast Board of Directors considers the following factors in making decisions on membership proposals:
  - Length of time in profession and/or in current position (may vary according to profession)
  - Length of time in the Springfield area
  - Level of management responsibility
  - Results of classification polling process



*Southeast Rotary members at the 2013 Shrimp Feed.*

If a proposed new member is short on the qualifications listed above, additional factors may be considered as well, including:

- Previous business or professional experience in another community
- Previous Rotary experience in another community
- Previous participation and leadership in Rotaract

# PROPOSAL PROCESS

1. Proposer completes the membership proposal forms, obtains a co-signature from another Southeast member, and returns forms to the executive secretary.
2. The proposal is sent to classification committee. A classification, if available, is assigned.
3. Executive secretary polls all members of the classification assigned to the applicant. If there are objections, the results of that polling are forwarded to the proposer and the proposer has an opportunity to address the objection before the polling results are forwarded to the board of directors.
4. The membership screening committee makes a recommendation on the proposal to the board.
5. Applicant is published in the weekly bulletin *The Spokesman*.
6. If no objections are received from the membership-at-large, Executive secretary forwards the proposal to the board for approval.
7. If approved, the proposer is notified in writing of approval and asked to have applicant:
  - Sign statement (permission to publish)
  - Meet with a past president for a brief orientation
  - Submit check for dues and initiation fee. Check will be returned if proposal is declined.
  - Submit a photo
8. Once the above steps are complete, executive secretary will contact the proposer to schedule introduction date.

During this process, it is suggested that the proposer bring the applicant (club etiquette dictates the applicant be introduced as a guest, not a prospective member) to at least three regular club meetings. It is best not to discuss the application status or refer to applicant as a “member” or a “prospective member”

in order to avoid embarrassment for all parties.

The proposer pays for the guest’s lunches until the day the new member is introduced to the club. After that, the club will bill the new member for their meals.



*Southeast Rotary members cutting the ribbon for the K-Park wagon.*

# OBLIGATIONS OF MEMBERSHIP

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## COSTS

- » Initiation Fee..... \$150.00, one-time fee
- » Dues..... \$320.00, annually
- » Service Fund..... \$170.00, annually
- » Meal..... \$420/year, billed in advance
- » Rotary Foundation (suggested minimum donation) .....\$100.00, annually  
(A \$100 donation will make you a sustaining member of the Rotary Foundation.)
- » Rotary Club of Springfield Southeast Endowment, Inc. (suggested minimum donation) .....\$100.00, annually

### *Special Events*

An extra charge may be assessed to those participating in special dinners or activities such as the holiday party to cover additional costs incurred.

### *Delinquent Dues*

A Rotarian may be dropped from membership for failure to promptly pay dues or assessments.

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## ATTENDANCE

- Members are required to attend or make up at least 50% of the club's meetings during each six-month attendance period;
- Members are required to attend at least 30% of Southeast Rotary meetings during each six-month period (eight actual meetings);
- A member may not miss or fail to make up four consecutive meetings;
- Make-up credit options (within two weeks of a missed meeting) include:
  - Attendance at meetings of other Rotary clubs, Rotaract, or Interact clubs;
  - Attendance at Rotary District or Rotary International functions;
  - Attendance at Southeast Rotary Board meetings;
  - Attendance at Southeast Rotary committee meetings (according to definition of committee meeting approved by the board);
  - Participation in other Rotary-sponsored events (including Rock'n Ribs planning activities); and
  - Participation in an eClub meeting for at least 30 minutes.

Members who make up as they travel find meeting with other Rotarians to be a rewarding experience, often the highlight of a trip.

# REQUIRED STEP 1: CHECKLIST

Verifying that the proposal meets the minimum requirements for membership in the Rotary Club of Springfield Southeast:

- Check the criteria you believe the proposed member meets.
- Answer the questions in the Additional Considerations section.
- Return this checklist with the proposal (Step 2) to the Rotary office. Incomplete forms will be returned to the proposer.

Proposed New Member's Name (printed) \_\_\_\_\_

Southeast Rotarian Sponsor's Name (printed) \_\_\_\_\_

Southeast Rotarian Cosponsor's Name (printed) \_\_\_\_\_

Checked	Criteria
	Holds, or is retired from, a professional, executive, managerial, or proprietary position.
	Has the capacity to make the Rotary Club of Springfield Southeast's weekly meetings.
	Wants to participate in the program of Rotary.
	Lives or works in the Rotary Club of Springfield Southeast's service area.
	Is a person of integrity and maintains a good business reputation.
Answer	Additional Considerations
	Sponsors should consult with a member of the membership development committee and either the president or president-elect. Which person on the membership development committee have you consulted?
	How long has the proposed member lived or worked in the community?
	How long as the proposed member been in an ownership, managerial, executive, or professional position in their company?
	How long has the proposed member worked in the industry?
	Has any previous Rotary experience been highlighted, including Rotaract?
	Does the proposed member share a classification? (A list of current classifications can be found in the reports section of DaCdb.) If so, please talk with others in the classification to see if there might be an objection. <b>With whom have you spoken?</b>
	Is every aspect of the membership proposal form filled out completely?

# REQUIRED STEP 2: MEMBERSHIP PROPOSAL FORM

(Feel free to attached the proposed member's resume to this form.)

Sponsor Signature	Date
Cosponsor Signature	Date
Name	Birth date
Home Address & ZIP Code	
Home Phone	Cell Phone
How long have you been a resident of Springfield?	
Former Address (If you've been a resident of Springfield less than one year.)	
Email Address (for club use)	
Business Name	
Business Address & ZIP Code	
Business Phone	Business Fax
Job Title	How long have you been with your firm?
Principle function of firm	
Specific responsibilities with firm	
College Attended & Degree Attained	Military service: Branch & Rank
Spouse's Name	Number of Children
Other Rotary Clubs Memberships & Dates	
Past & Present Community Service	
List Membership in Professional, Civic, & Philanthropic Organizations	

## APPENDIX C: CLASSIFICATION POLLING MEMO

*Sent to members in the classification.*

Dear Rotarian [Name],

Southeast Rotary has a new member proposal for [proposed member's name]. [He/She] is proposed by [sponsor's name] and cosponsored by [cosponsor's name]. [proposed member's name] is the [position] at [company] and has been in the industry for [#] years.

The proposed new member has been assigned the classification [classification].

Concurrent with this inquiry, the proposal is being sent to the membership screening committee to see if the proposed member meets the following new member criteria:

- Holds or is retired from a professional, proprietary, executive or managerial position
- -Has the capacity to meet the club's attendance and club service requirements
- -Lives or works within the defined locality of the club's service area
- Is a person of integrity and maintains a good business reputation

After comparing the qualifications of the proposed member with the membership needs of Southeast Rotary, the membership screening committee submits a recommendation to be considered by the board of directors.

Since your classification is the same as the proposed member, you are asked to submit a vote on this new member. Not only should new members meet the new member criteria, but they should also adhere to The Four-Way Test and The Object of Rotary. Since this proposed member is in your classification, you are in the best position to know, by reputation or personal experience, whether this person subscribes to the ideals of Rotary. Rotarians should represent high ethical standards.

I need a yes or no vote from you by [date—seven calendar days], which will also be considered by the board of directors at our next regular meeting.

In the event of a no vote, a member of the board will contact you to discuss the proposal. If you choose to share further information regarding your vote, the information will be shared with the board only, in closed session, and will be kept confidential.

Please take a moment to review “The Four-Way Test” <<http://www.rotary.org/aboutrotary/4way.html>> and the “Object of Rotary” <<http://www.rotary.org/aboutrotary/object.html>>.

If I don't hear from you, we will assume that you have no objections.

Thank you for your input.

# APPENDIX D: MEMBERSHIP STATEMENT



## Obligations of Membership

### *Costs*

- Initiation Fee ..... \$150.00, one-time fee
- Dues ..... \$320.00, annually
- Service Fund ..... \$170.00, annually
- Meals ..... \$420 annually, billed in advance
- Southeast Endowment.....\$100 (optional donation)
- Rotary Foundation (suggested minimum donation) .....\$100.00, annually  
(A \$100 donation will make you a sustaining member of the Rotary Foundation.)

### *Special Events*

An extra charge may be assessed to those participating in special dinners or activities such as the holiday party to cover additional costs incurred.

### *Delinquent Dues*

A Rotarian may be dropped from membership for failure to promptly pay dues or assessments.

### *Attendance*

- Members are required to attend or make up at least 50% of the club's meetings during each six-month attendance period
- Members are required to attend at least 30% of Southeast Rotary meetings during each six-month period (eight actual meetings)
- A member may not miss or fail to make up four consecutive meetings
- Make-up credit options (within two weeks of a missed meeting) include:
  - Attendance at meetings of other Rotary clubs, Rotaract, or Interact clubs
  - Attendance at Rotary District or Rotary International functions
  - Attendance at Southeast Rotary Board meetings

## Statement

*To be signed by the proposed member after the club's board has approved the proposal*

I hereby certify that I am qualified for membership both by the current/former executive position and by having a place of business or residence within the club's territorial limits, adjoining territory, or the same city in which the club is located.

I understand that it will be my duty, if elected, to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay an initiation fee of \$150, the annual dues of \$315, the annual service fund of \$170, and payment of meals annually, in accordance with the bylaws of the club.

I understand that should the club membership decline my membership proposal, my check will be returned to me.

I wish to pay my Rotary fees:

- Annually (Due July 15)
- Semiannually (Due July 15 and January 1)
- Quarterly (Due July 15, October 1, January 1, April 1)

\*must have a credit card on file for quarterly billing. If you choose quarterly, a credit card authorization form will be emailed to you.

Please bill my:

- Home
- Office

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Proposed Member's Signature and Date

# APPENDIX E: COMMITTEE SELECTION FORM

Reviewed at Orientation



## Committee Selection Form

As a member, you are required to serve on a committee or perform a service to the club. Review this list of committees and their brief descriptions, and number your top three choices according to your interest (1, 2, 3). We will send your choices to the appropriate chair and they will contact you.

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

- President-Elect Avenue (Membership)**
  - Fellowship Activities/GYM.** Organizes club fellowship activities throughout the year: golf tournament, holiday party, float trip, et al.
  - House.** Arrives early and/or stays late at weekly meetings to set up or tear down.
  - Programs.** Coordinates speakers for programs at weekly meetings.
  - Membership Development.** Focuses on recruitment of quality individuals, provides membership updates, and aids members in proposal process.
  - Welcoming.** Organizes new member lunches and oversees 100 point new member program.
- Club Service Avenue**
  - Audit.** Works with the treasurer to review the books annually.
  - Family of History.** Hosts semi-annual table mixers and nominates Lend a Hand Award winners.
  - History.** Photographs and documents important club events.
  - Invocation.** Participates in a rotation to give invocations and lead the Pledge of Allegiance at weekly meetings.
  - Public Relations.** Promotes the club through press releases, social media, the club website, et al.
  - Sunshine.** Shares the news of club members with club membership.
- Community Service Avenue**
  - Basketball Tournament.** Organizes and/or participates in the March basketball tournament to benefit Special Olympics.
  - Blood Drives.** Works with other Springfield Rotary clubs to coordinate city-wide blood drive in December. Promotes blood drives within our club and encourages members to donate.
  - Community Grants.** Reviews community grant proposals to disburse up to \$10,000 in club service funds.
  - Don't Meth With Us.** Serves with our drug education program for fifth graders, seventh graders, and high school sophomores.
  - Hands-On Projects.** Organizes and participates in community service projects for club members.

- Book'n Ribz Volunteers.** Works with the Book'n Ribz executive team to coordinate volunteers from our club and promotes the event to members.
- International Service Avenues**
  - Benefactor Endowment.** Edges out and recruits members to give to the Rotary Foundation Permanent Fund and/or to include the Rotary Foundation in member estate plans.
  - PolioPlus Raffle.** Sells raffle tickets at weekly meetings to raise money for PolioPlus, the Rotary Foundation's polio eradication project.
  - Rotary Foundation.** Works to educate club about Rotary Foundation and ensures the club meets annual giving goals.
  - Twin Club.** Supports our ongoing relationship with our twin Rotary club in Tlaxiotepec, Mexico.
  - World Community Service (WCS).** Coordinates an auction and raffle in February to raise funds for our overseas projects.
- New Generations Avenues**
  - Interact.** Works with the Interact students at Glendale and Parkview High Schools.
  - International Youth Exchange.** Promotes, recruits, and organizes inbound and outbound exchange students.
  - Rotaract.** Provides ongoing support to the Springfield Rotaract Club and attends occasional meetings.
  - Rotary Youth Leadership Academy (RYLA).** Selects local high school students to send to RYLA.
  - Ambassadorial Scholarship.** Volunteer to meet with committee to find nominees for Rotary scholarships.
  - Student Guests.** Volunteer to announce and introduce high school student guests at weekly meetings.
- Vocational Service Avenues**
  - Directory.** Coordinates the publishing of the club's annual directory.
  - Fellowship Luncheons.** Coordinates lunches at members' places of business.
  - Four-Way Test.** Educates the club about Rotary's Four-Way Test and ethics.
  - Rotary Volunteers.** Selects the annual Service Above Self award recipient.
  - Vocational Awareness.** Coordinates vocational awards with Springfield Public Schools and local police, fire, and sheriff's departments.

**XXVI. APPENDIX F: NEW MEMBER 100-POINTS FORM**



**Rotary**  
Club of Springfield Southeast

**New Member 100-Points Worksheet**

To help you join in the activities of Springfield Southeast, we've developed a list of action items that we feel will help you learn about our club. These steps will allow you to explore the opportunities of Rotary and find your niche in our organization. To help identify you as a new Southeast member, your badge is colored red.

Once six months have passed and you have earned at least 100 points, you will be recognized for your achievement at a Rotary club meeting. At that time you will receive a blue badge. Once you've completed your 100 points, complete the form below and return it to [info@springfieldsoutheastrotary.org](mailto:info@springfieldsoutheastrotary.org).

Name \_\_\_\_\_

Function/Activity	Points	Max #	Qty.	Total	Notes
Bring a guest to a regular meeting	5	5			A friend, family member, coworker, neighbor, etc. counts.
Attend a new member luncheon	5	20			First Monday of the month, at 11:30 AM at Big Whiskey's on Battlefield (buy your own lunch; confirm details on club calendar).
Make up at another club or activity	5	5			A list of make-up opportunities is available at <a href="http://www.springfieldsoutheastrotary.org/make-ups">www.springfieldsoutheastrotary.org/make-ups</a> .
Serve as a greeter at a weekly meeting	5	10			Contact Scott Rose, club secretary, at <a href="mailto:rose@murney.com">rose@murney.com</a>
Attend a board meeting	10	10			Second Wednesday of the month, 8:00 AM, Downtown Springfield Association.
Participate throughout the year as an active committee member	10	10			Contact the office for a list of committee opportunities.
Attend a fellowship event	10	10			GYMs, float trip, golf tournament, holiday party, etc. See club calendar for dates.
Attend new member orientation	20	20			See club calendar for dates.
Serve at the shrimp feed	10	10			Held in early July. See club calendar for date.
Give invocation at a weekly meeting	10	10			Contact Tony DiTrollo at <a href="mailto:tony.ditrollo.ppxb@statefarm.com">tony.ditrollo.ppxb@statefarm.com</a> .
Participate in ROAM (12 active hours)	10	20			Download the MoveSpring app to track your hours. Contact Rusty Worley at <a href="mailto:rusty@itsalldowntown.com">rusty@itsalldowntown.com</a> .
Participate in the Special Olympics basketball tournament	5	5			Contact Marc Mayer at <a href="mailto:mmayer@stcbank.com">mmayer@stcbank.com</a> .
Participate in a fundraising activity approved by the board	5	5			See club calendar for fundraisers and dates.
Serve as host for a foreign exchange student or team	10	10			Contact David Pomeranke at <a href="mailto:promotionalprod@sbcglobal.net">promotionalprod@sbcglobal.net</a> .
Donate \$1,000 to the Rotary Foundation and become a Paul Harris Fellow	20	20			Make check payable to The Rotary Foundation and return it to the office.
Become a Rotary Benefactor	10	10			Contact Daniel Wooten at <a href="mailto:dwooten@nrlaw.com">dwooten@nrlaw.com</a> .
Donate \$100 to the Rotary Foundation and become a Sustaining Member	10	10			Make check payable to The Rotary Foundation and return it to the office.
Donate \$100 to the Southeast Rotary Endowment Fund	10	10			Make check payable to The Southeast Rotary Endowment and return it to the office.
Attend district conference	5	5			See club calendar for dates and details.
Attend international convention	10	10			See <a href="http://Rotary.org">Rotary.org</a> for dates and details.
Participate in special services project approved by the board	5	10			See club calendar for projects and dates.
Prior years of Rotary experience	1	40			Must have left former club in good standing. (1 point for each year)
Volunteer at Golftoberfest	10	10			Contact Bill McNeill at <a href="mailto:william.mcneill@att.net">william.mcneill@att.net</a> .
Participate in a Rotary/CBCO Blood Drive	10	20			Rotary Blood Drives are held twice a year, winter & summer.
Total	211	295			

# APPENDIX G: SCHEDULE OF FEES

2020-2021 SCHEDULE OF FEES (ANNUALLY)	
Initiation Fee	\$150
Dues	\$320
Meals	\$420
Service Fund	\$170

# APPENDIX H: GUEST INTRODUCTION ETIQUETTE AND POLICY

## Guest Introduction Etiquette and Policy

Our Rotary Club often hosts many guests at our luncheons. In the interests of time and protecting our members from being captive to marketing or campaigning by our guests, it is important to follow the guest introduction process below.

### Guest Introduction Process

- Please state the Guest's Name and Business
- Please state any community organizations or affiliations the guest has
- If they are a candidate for office, you may mention that.
- A candidate for office may not address the Rotary Club in any form.
- Do **not** give the microphone to the guest at any time. We will not be a captive audience to promotions of any kind.
- Do **not** mention the number of times a guest has visited or that they are in process of becoming a Rotarian. You may say that they are "visiting again". A person may not always be approved for membership and this could be potentially embarrassing for them. If a person has been approved and is being inducted at that meeting, you may mention that.